JFS Global

https://applynwork.com/job/admin-support/

Virtual Assistant 248+ jobs

Description
We are hiring Virtual Assistants to create and maintain property listings for our client “Wiwari.com”. The position involves writing property details, uploading images, and keeping prices information correct. Training and listing guidelines will be provided.

Responsibilities

- Create new property listings on the Wiwari.com
- Write clear property titles and descriptions
- Upload and organize property images
- Update prices if needed
- Check listings for errors and missing details
- Sort homes and hotels into the right categories
- Remove or archive discontinued properties
- Keep accurate records of catalog changes

Qualifications

- Good written English communication
- Clear and simple writing style
- Strong attention to detail
- Basic computer and spreadsheet skills
- Familiarity with e-commerce platforms is a plus
- Strong time-management skills
- Ability to follow listing guidelines
- Previous e-commerce or data entry experience is helpful but not required.

Contacts
Apply through applynwork.com and attach your updated resume.

Hiring organization
Wiwari.com

The firm employs a large number of freelances.
Part-time

Job Location
Remote work from: home or another location Globally

Hours per week. Flexible schedule.
10-20

Base Salary
€ 15 - € 35